

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers

DATE: January 15, 2009

FROM: Marc Leonetti,
State Controller

SUBJECT: CPO 09-10 DUPLICATE W-2 FORMS

Duplicate W-2 request forms are available for download from the Accounts and Control website, under FORMS.

Employees must submit a request for a duplicate W-2 to you. You are directed to download the proper request form, complete it and forward the form to the Office of Accounts and Control, Administrative Section. The Office of Accounts and Control **will not** process request forms received directly from employees. You may fax the request form to us at 222-6437 or send via inter-office mail.

Please be advised that we will not issue a duplicate W-2 for the latest calendar year until after February 16th.

Contact Lee Cadorette at 222-5636 (LeeC@gw.doa.state.ri.us) you may have.